

## **BOARD MEETING MINUTES**

### **MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES**

August 27, 2009

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The Mississippi Department of Information Technology Services Board met in the 4<sup>th</sup> floor Class Room of the Robert G. Clark, Jr. Building, 301 North Lamar Street, Jackson, Mississippi 39201, on Thursday, August 27, 2009, at 1:30 P.M.

#### **Members Present:**

Thomas A. Wicker, Chairman

Derek Gibbs

John Hairston

Lynn Patrick

Rodney Pearson

#### **Staff Members Present:**

David L. Litchliter, Executive Director

Martha Pemberton, ISS Division Director

Lynn Ainsworth, ISS Deputy Division Director

David Johnson, Accounting Manager

Roger Graves, Telecomm Services Division Director

Jimmy Webster, Information Security Division Director

Craig Orgeron, Strategic Services Division Director

Donna Nead Rogers, Special Assistant Attorney General

Michele Blocker, Internal Support Services Division Director

Tangela Harrion, ISS Technology Consultant

Renee Murray, ISS Technology Consultant

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Teresa Washington, ISS Technology Consultant

Tina Wilkins, ISS Technology Consultant

Cheryl Yelverton, ISS Technology Consultant

Ravaughn Robinson, ISS Technology Consultant

Jane Woosley, ISS Technology Consultant

Betsy Ward, ISS Technology Consultant

Rick Grant, ISS Technology Consultant

Rita Rutland, ISS Technology Consultant

Bo Dickerson, ISS Technology Consultant

Gary LeBlanc, ISS Technology Consultant

Melinda Simmons, ISS Technology Consultant

Paula Conn, ISS Technology Consultant

Debra Spell, ISS Technology Consultant

Others Present:

Lee Ann Mayo, Capitol Resources

Kris Gautier, AT&T

Travis Clayton, Ciber, Inc.

Clay Johnston, Mississippi Department of Public Safety

Gerald McWhorter, Mississippi Secretary of State's Office

Joel Yelverton, Yelverton Consulting

Cille Litchfield, Mississippi Department of Finance and Administration

Derrick Lindsay, Mississippi Department of Education

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Charlie Enicks, University of Mississippi Medical Center

Henk DeWeerd, University of Mississippi Medical Center

John Erikson, Mississippi Department of Transportation

Mike Roberts, Mississippi Department of Transportation

Karen Newman, The Clay Firm

Bill Roach, Mississippi Wireless Communication Commission

George Higdon, Mississippi State Tax Commission

Jennifer Summerlin, Mississippi State Tax Commission

Sylvia Knight, Mississippi Secretary of State's Office

Gary Hennington, The Geospatial Group

Susan Marlow, Smart Data Strategies, Inc.

Monica Dennis, Smart Data Strategies, Inc.

Susan Wilks, Mississippi State Tax Commission

Teresa Planch, Mississippi Department of Finance and Administration

Slade Lindsay, Towers of Mississippi

David Fryant, University of Mississippi Medical Center

Larry Bowman, University of Mississippi Medical Center

Larry McMillan, Mississippi Secretary of State's Office

John Simpson, Mississippi Department of Transportation

Phil Pepper, Mississippi Institutions of Higher Learning

Steve May, Mississippi Department of Finance and Administration

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Tom Wicker called the meeting to order and recognized Lynn Patrick and Rodney Pearson as new members of the ITS Board.

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Agenda Item No. 1: Mr. Wicker directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on June 25, 2009.

On motion by John Hairston and second by Derek Gibbs that the minutes of the June 25, 2009 meeting be approved:

Motion carried; unanimously.

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Agenda Item No. 2: Cille Litchfield, Deputy Executive Director, presented an overview and request to proceed with procurements for implementing Microsoft Stimulus 360 for the **MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION (DFA)**. The staffs of ITS and DFA jointly request approval to proceed with the procurements to implement Microsoft Stimulus 360, for the acquisition of Microsoft services, software licenses, and products in an amount not to exceed \$2,000,000.00. Additionally, the staffs of ITS and DFA jointly request that the approval of the contract awards for these procurements be delegated to the ITS Executive Director.

On motion by John Hairston and second by Lynn Patrick that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 3: Debra Spell presented an overview and request to issue RFP No. 3590-37388 for the acquisition of a statewide Student Administration System for the **MISSISSIPPI**

**DEPARTMENT OF EDUCATION (MDE).** The staffs of ITS and MDE jointly request approval to advertise and publish RFP No. 3590-37388 for the acquisition of a Student Administration System.

On motion by John Hairston and second by Rodney Pearson that the staff recommendation be approved; that the RFP include specifications for the technical solution to reside at the State Data Center, allowing vendors to also provide alternative technical solutions; and that the write-up for recommendation of award of RFP No. 3590-37388 include specific data and metrics from the existing system(s) that can be used for comparison purposes after implementation of the Student Administration System:

Motion carried; unanimously.

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Agenda Item No. 4: Bo Dickerson presented an overview and request to issue RFP No. 3541-37278 for the acquisition of a Project Information Management and Reporting System (PIMARS) for the **MISSISSIPPI DEPARTMENT OF TRANSPORTATION (MDOT).** The staffs of ITS and MDOT jointly request approval to advertise and publish RFP No. 3541-37278 for the acquisition of a Project Information Management and Reporting System.

On motion by Rodney Pearson and second by Derek Gibbs that the staff recommendation be approved, and that the write-up for recommendation of award of RFP No. 3541-37378 include specific data and metrics from the existing system(s) that can be used for comparison purposes after implementation of the Project Information Management and Reporting System:

Motion carried; unanimously.

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Agenda Item No. 5: Bo Dickerson presented the recommendation for Project No. 38343 submitted

under the ITS Planned Purchases Procedure for Fiscal Year 2010 by the **MISSISSIPPI DEPARTMENT OF TRANSPORTATION (MDOT)** for the purchase of desktops computers, laptops, printers, switches, servers, and software that will be used for MDOT's office automation and CADD functions. The staffs of ITS and MDOT jointly recommend approval of the planned purchases request to purchase hardware, software and support from the Software EPL, Microsoft EPL, Micro EPL, LAN Equipment EPL, and Intergraph EPL at a cost not to exceed \$2,105,625.44 during Fiscal Year 2010.

On motion by John Hairston and second by Lynn Patrick that the staff recommendation be approved:  
Motion carried; unanimously.

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Agenda Item No. 6: Ravaughn Robinson and Henk de Weerd, Chief Technical Officer, presented the recommendation for Project No. 38230, requesting approval of an exemption for the **UNIVERSITY OF MISSISSIPPI MEDICAL CENTER (UMMC)** to request proposals for the acquisition of core network equipment and installation. The staffs of ITS and UMMC jointly recommend approval of the exemption request at a total estimated 5-year lifecycle cost of \$1,225,000.00. UMMC will solicit proposals in accordance with all statutory requirements for such acquisitions.

On motion by John Hairston and second by Lynn Patrick that the staff recommendation be approved:  
Motion carried; unanimously.

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Agenda Item No. 6.5: Ravaughn Robinson and Charles Enicks, Chief Information Officer, presented the recommendation for Project No. 38389, requesting approval of an exemption for the **UNIVERSITY OF MISSISSIPPI MEDICAL CENTER (UMMC)** to request proposals for the

acquisition of an Enterprise Health Care Information System. The staffs of ITS and UMMC jointly recommend approval of the exemption request at a total estimated 5-year lifecycle cost of \$50,000,000.00. UMMC will solicit proposals in accordance with all statutory requirements for such acquisitions.

On motion by Lynn Patrick and second by Derek Gibbs that the staff recommendation be approved and that ITS staff review the contract prior to execution by UMMC:

Motion carried; unanimously.

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Agenda Item No. 7: Ravaughn Robinson and Phil Pepper, Assistant Commissioner of Policy Research & Planning, presented the recommendation for RFP No. 2911-38272 to acquire software support and consulting/training services for the **MISSISSIPPI INSTITUTIONS OF HIGHER LEARNING (IHL)**, on behalf of the six universities that use SunGard's Banner product suite. The staffs of ITS and IHL jointly recommend approval of the two-year supplement to the ITS master agreement in an amount not to exceed \$585,000.00, to provide consulting and training services as needed for the universities using Banner. The staffs further recommend approval of the one-year extension of the IHL master agreement to provide software support for the six universities at a cost of not-to-exceed \$981,004.00.

On motion by Derek Gibbs and second by John Hairston that the staff recommendation be approved:

Motion carried; with Rodney Pearson abstaining from the vote.

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Agenda Item No. 8: Debra Spell presented the recommendation for Project No. 3591-38090 for the acquisition of a Decision Support System/Executive Information System (DSS/EIS) for the **MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION (DFA), OFFICE OF**

**INSURANCE.** The staffs of ITS and DFA jointly recommend the selection of Thomson Reuters (Healthcare) Inc. to provide a Decision Support System/Executive Information System at a total five-year lifecycle cost of \$3,614,353.19.

On motion by John Hairston and second by Rodney Pearson that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 9: Teresa Washington and George Higdon, Director of Petroleum Tax Bureau, presented the recommendation for RFP No. 3380-38213 for the continuation of the Agreement with ACS State and Local Solutions, Inc., for maintenance, support, and hosting of the Petroleum Tax Filing and Auditing System for the **MISSISSIPPI STATE TAX COMMISSION (MSTC)**. The ITS Board originally approved the Software License and Application Hosting Agreement in May 2004 for a lifecycle cost of \$2,521,358.00. The staffs of ITS and MSTC jointly recommend approval of the continuation of this Agreement with ACS State and Local Solutions through September 30, 2014, in an amount not to exceed \$2,170,500.00 for maintenance, support, and hosting of the Petroleum Tax Filing and Auditing System. With this continuation, the revised total lifecycle cost of this project is \$4,691,858.00.

On motion by John Hairston and second by Derek Gibbs that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 10: Teresa Washington presented the recommendation for RFP No. 3524-38281 for the continuation of the Agreement with Buford Goff & Associates, Inc., for quality assurance consulting services for the implementation of a statewide wireless communications system for the



**MISSISSIPPI WIRELESS COMMUNICATION COMMISSION (WCC)**, Mississippi Wireless Information Network (MSWIN) project. In January 2008, the ITS Board approved delegation of the contract award for this project to the ITS Executive Director at an amount not to exceed \$1,000,000.00 for the initial contract period. The ITS Executive Director subsequently approved two one-month extensions of the Agreement in an amount not to exceed \$108,800.00. The staffs of ITS and the WCC jointly recommend approval of the continuation of this agreement with Buford Goff & Associates through June 30, 2010, in an amount not to exceed \$639,880.00 plus travel expenses, for up to an additional 3,764 hours of quality assurance consulting services for the implementation of a statewide wireless communications system. With this continuation, the revised total lifecycle cost of this project is \$1,748,620.00.

On motion by Rodney Pearson and second by Tom Wicker that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 11: Melinda Simmons and Bill Roach, Executive Officer, presented the evaluation and recommendation of proposals received in response to RFP No. 3603-37977 for the acquisition of build-to-suit radio tower construction services for the **MISSISSIPPI WIRELESS COMMUNICATION COMMISSION (WCC)**. The staffs of ITS and the WCC jointly recommend the selection of Towers of Mississippi as lowest and best vendor responding to RFP No. 3603-37977, to provide build-to-suit radio tower construction services at the rates presented in Tables 6, 7, and 8 of the project memorandum for this agenda item. The WCC anticipates the lifecycle cost, if all sites are purchased based on the build-to-own costs, to be approximately \$19,797,135.00. This amount is calculated as the cost of the sites, plus all compound development

costs and full bond amounts.

On motion by John Hairston and second by Rodney Pearson that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 12: Lynn Ainsworth presented Project No. 38083, requesting approval for the acquisition of a State Lands Management System from Smart Data Strategies, Inc. for **MISSISSIPPI SECRETARY OF STATE (MSOS)**, Public Lands Division, using ITS' cooperative purchasing procedure. The staffs of ITS and MSOS jointly recommend the selection of Smart Data Strategies, Inc. via GSA Schedule 70 to provide a State Lands Management System, at a total 7-year not-to-exceed lifecycle cost of \$2,163,347.00.

On motion by Rodney Pearson and second by Lynn Patrick that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 13: Lynn Ainsworth presented the evaluation and recommendation of proposals received in response to RFP No. 3596-38099 for the acquisition of Program Management Services for development and implementation of various driver license and identification systems for the **MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY (MDPS)**. During the ITS Board meeting on April 30, 2009, the ITS Board granted approval to advertise and publish RFP No. 3596-38099. The staffs of ITS and MDPS jointly recommend the selection of Clerus Solutions LLC as lowest and best vendor responding to RFP No. 3596, to provide Program Management Services, at a total 3-year lifecycle cost of \$2,800,018.00.

On motion by Rodney Pearson and second by Derek Gibbs that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 14: David Johnson presented a summary of the FY 2011 **MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES (ITS)** Budget Request.

On motion by Lynn Patrick and second by Rodney Pearson that the FY 2011 ITS Budget Request be approved as submitted:

Motion carried; unanimously.

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The Board acknowledged Agenda Item No. 15 regarding the *IT Consulting Services Reports* for January 2009 through June 2009, *IT Positions Report* as of July 31, 2009, and *Occupational Analysis Report* as of July 31, 2009.

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The Board acknowledged Agenda Item No. 16 regarding the summary of equipment, software and services, exemptions and sole source procurements approved by the ITS Executive Director.

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On motion by Tom Wicker and second by Derek Gibbs that the following per diem and expenses be approved:

Derek Gibbs - per diem and expenses for 1 day;

Board Meeting, August 27, 2009.

John Hairston - per diem and expenses for 1 day;

Board Meeting, August 27, 2009.

Lynn Patrick - per diem and expenses for 1 day;

Board Meeting, August 27, 2009.

Rodney Pearson - per diem and expenses for 1 day;

Board Meeting, August 27, 2009.

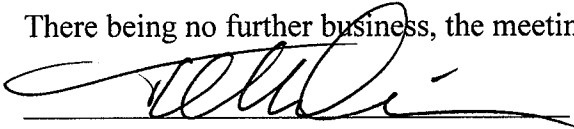
Tom Wicker - per diem and expenses for 1 day;

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Motion carried; unanimously.

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There being no further business, the meeting was adjourned by Tom Wicker.

A handwritten signature in black ink, appearing to read 'Tom Wicker', is written over a horizontal line.

Tom Wicker, Chairman